



# CHILD NUTRITION PROGRAM CERTIFICATION INSTITUTE

PLEASE REGISTER ONLINE AT  
[HTTP://DOE.SD.GOV/OESS/CANS/](http://doe.sd.gov/oess/cans/) (If unable to register online, a paper registration form has been included with this newsletter.)

2007  
Volume 4, Issue 1

## Inside this Issue

- 1 REGISTRATION INFORMATION
- 2 CLASS DESCRIPTIONS
- 4 DAILY SCHEDULE
- 4 OPTIONAL ACTIVITIES
- 5 REGISTRATION INSTRUCTIONS
- 5 IMPORTANT DATES
- 6 FUN STUFF CONTACT INFORMATION

## 2007 South Dakota Child Nutrition Program Certification Institute

The 43rd annual South Dakota Child Nutrition Program Certification Institute will be held June 24-29, 2007 in Sioux Falls at the Augustana College campus.

All tracks are 5-day courses and qualify for 30 continuing education credits from the School Nutrition Association.

All tracks have a size limit and will be filled on a first come, first serve basis. In order to guarantee your enrollment, complete the online registration form or paper registration form and send in your payment as soon as you can!

### Registration Fees -

The Early Bird registration fee is \$160.00 per person if registration form and payment are received by April 27, 2007. The regular registration fee for those received between April 28, 2007 and May 11, 2007 is \$185.00 per person.

**Registration deadline is Friday, May 11, 2007!**

The registration fee is fully refundable if cancellation is made before May 25, 2007. Cancellation must be through written notice via fax, mail, or email. For cancellations received after May 25, 2007 there will be a charge of \$40.00 per person. Cancellations received after June 8, 2007 and participants that fail to show up at on-site registration will forfeit the entire amount paid.

### Meals -

The meal fee for June 24 (supper) through June 29 (lunch) will be \$125.00 regardless of the actual number of meals you eat. A graduation banquet will be held Thursday evening, June 28. The cost of the banquet is included in the price of your meals for the week. All participants are expected to attend meal services, including the banquet on Thursday evening. This is an important part of the overall education process. Tickets for guests are \$12.50. Payment for guests can be included with registration or paid when you arrive at Certification Institute.

### Lodging -

Lodging will be available in the dorms at Augustana College. The dorm rooms all have elevator access, air-conditioning, and are non-smoking. One set of linens will be provided for you. The dorm room fees, for arrival June 24 and departure June 29, will be \$115.00 for a single room and \$85.00 for a double room. If you have a roommate preference, please list this information on the registration form in the appropriate section.

If you have special needs, due to medical conditions, such as a special diet or a room with provisions not available in the regular rooms, please note the information in the designated space on the registration form.

## **Additional Information -**

Confirmation packets will be mailed to your local agency (school or child care) beginning on Friday, April 20, 2007. Confirmation packets will then be mailed out every Friday until Certification Institute begins. Details for on-site registration, class schedules, materials to bring, etc., will be included in the confirmation packets.

On-site registration will be held on Sunday afternoon, June 24, with orientation to follow evening meal. It is important to attend orientation so that you will be aware of the schedule for the week and any changes that may occur.

Classes generally run from 8:00 am - 4:30 pm daily. Classes will also be held on Tuesday evening from 6:00 pm - 8:10 pm. Each participant must attend all classes in order to receive their certificate.



## **Class Descriptions -**

### **Track 1**

This track is for those who are attending Certification Institute for the first time and new child nutrition program employees. Track 1 must be taken before Tracks 2-5 may be taken.

Participants in this track will complete the ServSafe class. An additional \$55.00 will be charged to all Track 1 participants to cover the text book and examination costs. The ServSafe text book will be mailed to Track 1 participants with their confirmation packet. It is expected that Track 1 participants study the text book prior to attending Certification Institute. At the conclusion of the ServSafe class, participants will take the ServSafe exam to become "Certified Food Handlers".

Participants will complete the ServSafe course during the first 2 days of Certification Institute. Track 1 participants will have 1 hour of class on Monday evening. The ServSafe exam will be take on Tuesday evening so that Track 1 participants will be finished at the same time as all other participants on Friday.

ServSafe - 10 Hours - this class will help you:

- Understand food borne illnesses and pathogens causing these illnesses
- Understand the principles of personal hygiene, receiving, storing, preparing food, and pesticide control
- Understand proper cleaning and sanitizing
- Identify the relationship between cross contamination, time and temperature abuse as it applies to preventing food borne illness

Child Nutrition Program Basics - 20 Hours - this class will help you:

- Learn the basics of the child nutrition program and understand basic principles of food production.
- Learn about the Dietary Guidelines for Americans.
- Work as part of the food service team, do a good job and be proud to be a professional.

### **Track 2**

This track is for any employee who has completed Track 1. The classes cover Healthy Edge 2000 and beginning management skills.

Healthy Edge: Building Healthy School Meals - 10 Hours - this class is broken into 4 segments

- Nutrition
- Nutrition Education
- Preparing and Serving Healthy School Meals



## Daily Schedule

### Sunday, June 24, 2007

- 2:30-5:00pm CST  
*On-Site Registration*
- 2:30-10:00pm CST  
*Dorm Check-In*
- 3:00-5:00pm CST  
*Math Review Course*
- 3:00-5:00pm CST  
*Intro to Computers*
- 5:00pm-7:00pm CST  
*Supper & Orientation*

### Monday, June 25, 2007

- 6:30-7:30am CST  
*On-Site Registration*
- 8:00am CST  
*Classes Start*

### Tuesday, June 26, 2007

- 6:00-8:10pm CST  
*Evening Class Session*

### Wednesday, June 27, 2007

- 6:00-8:00pm CST  
*Evening Tour*

### Thursday, June 28, 2007

- 6:00-8:00pm CST  
*Graduation Banquet*

### Friday, June 29, 2007

- 7:00-8:00am CST  
*Dorm Check-Out*
- 11:00am-1:00pm CST  
*Dorm Check-Out*
- 12:45pm CST  
*Classes End*

## Track 6 Management Skills

Participants must have completed Tracks 1, 2, 3, and 4 before they may take Track 6. This track is appropriate--but not exclusively offered--for managers/supervisors of a foodservice operation.

Professional Development Skill for Managers-30 hours

This course will:

- Review information on communication skills for managers
- Create a climate for open communication
- Develop skills to deal with conflict in the workplace
- Learn skills to deal with difficult people and situations
- Organize and Manage time
- Organize and Manage information

### Computer Tracks

Participants may take the Computer Tracks at any time.

Entry Level - 30 Hours - this class will:

- Introduce basic skills on keyboarding
- Identify basic computing concepts and terms
- Identify uses for word processing and spreadsheets
- Create and edit documents in Word and Excel
- Participants will have lots of opportunities for hands on computer use during the class

Practical Computer Skills - 30 Hours - this class will:

- Review Word and Excel programs
- Provide training on using Outlook email
- Navigate the Internet, find and use nutrition --related resources on the Internet
- Using skills learned in Word and Excel students will learn to create monthly menu calendars, fill out production records, track inventory, create food safety logs along with a number of other food service related "practical uses" as time allows

**(Nutri-Kids training is NO LONGER part of the Advanced Level Computer class)**

## Optional Activities -

**Math Review Session** - This is a free session that will be held on Sunday, June 24, 2007 from 3:00pm-5:00pm CST at Augustana College. Materials covered will include the basic math knowledge needed for using the Food Buying Guide, fractions, estimating the quantities of food needed for the number to be served, adjusting recipe yield, etc. This session is strongly recommended for those who work with menu planning and food production. There is NO cost to attend this session. Participants should register for this class when registering for other classes.

**Intro to Computers** - This is a free session that will be held on Sunday, June 24, 2007 from 3:00-5:00 pm CST at Augustana College. Materials covered will include very basic information for those not familiar with computers such as how to turn on the computer, using the mouse, opening programs, saving documents, and other beginning basics to prepare participants for the Entry Level Computer class. There is no cost for this session. It is strongly recommended for those who have minimal computer experience to prepare them for the Entry Level Computer Class. Participants should register for this class when submitting their registration for other classes.



**Attendance Clerks** - Attendance Clerks are needed for each Track at Certification Institute. The Attendance Clerk will take attendance for each class session in their Track. The Attendance Clerk will turn in the attendance sheet at supper each day. If you are interested in volunteering for one of these positions, please indicate in the designated space on the registration form. You will receive additional information in your confirmation packet if you volunteer. Volunteers will receive a thank you gift on Friday as a token of appreciation for their time.

## Registration Instructions -

Registration is online this year. Please go to the following web address <http://doe.sd.gov/oess/cans>

Scroll down to Training and Technical Assistance. Click on certification institute and then click registration.

THE INSTRUCTIONS ARE BUILT INTO THE REGISTRATION FORM.

ONCE YOU COMPLETE ALL THE PAGES OF THE ONLINE REGISTRATION AND HAVE VERIFIED THAT THE INFORMATION IS CORRECT, CLICK THE SUBMIT BUTTON.

You will receive an email confirmation of your online registration within 2 business days. The confirmation will include information on whether your registration was accepted or not and how much you must pay. If you do not receive an email confirmation within 3 business days of registering, please call 605-773-3413 to verify that your registration was received.

**YOUR CHECK MUST BE SENT SEPARATELY--  
WAIT TO SEND THE CHECK UNTIL YOU  
RECEIVE AN EMAIL CONFIRMATION.**

**CHECKS/MONEY ORDERS MUST BE MADE  
PAYABLE TO AUGUSTANA COLLEGE AND**

## Important Dates

**Friday, April 27, 2007**  
**EARLY BIRD REGISTRATION DEADLINE**

**Friday, May 11, 2007**  
**REGULAR REGISTRATION DEADLINE**

**Friday, May 25, 2007**  
**CANCELLATION DEADLINE - TO RECEIVE  
FULL REFUND**

**Friday, June 8, 2007**  
**CANCELLATION DEADLINE - \$40.00 CHARGE  
PER PERSON**

**CANCELLATIONS RECEIVED AFTER  
FRIDAY, JUNE 8, 2007 AND PARTICIPANTS  
THAT FAIL TO SHOW UP WILL FORFEIT THE  
ENTIRE AMOUNT PAID**

**JUNE 24 - 29, 2007**  
**CERTIFICATION INSTITUTE**

### **THEY MUST BE MAILED TO CANS**

MAIL THE PAYMENT TO:

SHAR VENJOHN  
CHILD & ADULT NUTRITION SERVICES-DOE  
800 GOVERNORS DRIVE  
PIERRE, SD 57501-2235



Questions?

Please call CANS at 605-773-3413

If you don't have a computer and are not able to register online, we have included a paper registration form that you may use instead. The directions are included. Please mail your payment with the paper registration if you select this method of registration.

### Fun Extras

Janelle and Amy are hard at work planning for fun events. This year we will again have a scavenger hunt and other ideas are bouncing around the CANS office. Additionally, we are looking for physical activities and very likely volleyball and tennis will be available options as well as walking in the neighborhood.

For Questions Contact: Amy Richards, Certification Institute Co-Director  
OR Shar Venjohn, CANS Secretary  
Child & Adult Nutrition Services-DOE  
800 Governors Drive  
Pierre, SD 57501-2294  
Email: amy.richards@state.sd.us or  
shar.venjohn@state.sd.us  
Phone: 605-773-3413  
Fax: 605-773-6846

**Notice is further given to individuals with disabilities that this training event is being held in a physically accessible place. Please notify the above-mentioned office within two weeks of the training if you have special needs for which this agency will need to make arrangements. The telephone number for making special arrangements is (605) 773 -3413.**

**Handicapped parking is available.**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

